School Uniform Policy

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Statement of intent

Claygate Primary School (CPS) believes that a consistent school uniform policy is vital for:

- Promoting the ethos of a school.
- Providing a sense of belonging and identity.
- Setting an appropriate tone for education.

For the purposes of this policy, 'uniform' includes the following elements of children's appearance:

- Clothing, including CPS uniform itself, variations of CPS uniform such as PE kits and other clothing worn at school, eg non-uniform.
- Hairstyles and headwear.
- Jewellery and other accessories.
- Cosmetics such as makeup and nail polish.

This policy lays out the measures CPS has taken to ensure a consistent, fair and inclusive uniform policy, and to implement a uniform that reflects the needs of all children, is affordable, and provides the best value for money for both CPS and children's families.

We believe that children learn most effectively and achieve their best outcomes when they are comfortable, able to be themselves and dressed in a way that sets an appropriate tone for education.

In writing and updating this policy, we have sought to:

- Engage with parents and children.
- Consider how this policy might affect groups represented in CPS, especially those who share protected characteristics as defined by the Equality Act 2010.
- Consider how comfortable the uniform will be for children.
- Take a sensible approach to allow for exceptions to be made, eg during adverse weather.
- Ensure that the uniform is suitable and safe for children who walk or cycle to school.
- Choose a PE kit which is practical, comfortable, appropriate to the activity involved and affordable.
- Ensure the policy is easy to access and understand.

1. Legal framework

This policy has due regard to all relevant legislation and guidance including, but not limited to, the following:

- Human Rights Act 1998
- Education and Inspections Act 2006
- Equality Act 2010
- Education Act 2011
- The UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018
- Education (Guidance about Costs of School Uniforms) Act 2021
- DfE (2021) 'Cost of school uniforms'
- DfE (2021) 'School Admissions Code'
- DfE (2026) 'School uniforms: guidance for schools'
- Equality and Human Rights Commission (2022) 'Preventing hair discrimination in schools'

2. Roles and responsibilities

The governing board is responsible for:

- Establishing, in consultation with the Head Teacher and school community, a practical and smart school uniform that accurately reflects CPS's vision and values.
- Ensuring that CPS's uniform is accessible, inclusive, and does not disadvantage any pupil because of their protected characteristics or socio-economic status.
- Listening to the opinions and wishes of parents, children and the wider school community regarding changes to CPS's uniform.
- Ensuring that CPS's uniform is accessible and affordable.
- Demonstrating in this policy how best value for money has been achieved.
- Ensuring compliance with the DfE's 'Cost of school uniforms' guidance.
- Processing and approving all eligible School Uniform Assistance Application Forms.

The Headteacher is responsible for:

- Enforcing CPS's uniform rules on a day-to-day basis.
- Ensuring that teachers understand this policy and what to do if a pupil is in breach of the policy.
- Listening to the opinions and wishes of CPS community in regard to CPS's uniform and making appropriate recommendations to the governing board.
- Offering exemption as appropriate, eg for a pupil who has a broken arm and requires a loose-fitting shirt.

Staff are responsible for:

- Ensuring that children dress in accordance with this policy at all times.
- Ensuring that children understand why having a consistent and practical school uniform is important, eg school identity.

Parents are responsible for:

- Providing their children with the correct school uniform as detailed in this policy.
- Informing the Head Teacher if their child requires an exemption to the uniform rules for a period of time, with a reason why.
- Ensuring that their child's uniform is clean, presentable and the correct size.

Children are responsible for:

- Wearing the correct uniform at all times, unless the Head Teacher has granted an exemption.
- Looking after their uniform as appropriate.
- Understanding and respecting why a school uniform is important to CPS, eg school identity and community.

3. Cost principles

CPS will develop its uniform policy in relation to the following starting principles:

- CPS will seek to ensure that the uniform is affordable. In so doing, CPS will consider the total cost of school uniforms, taking into account all items of uniform or clothing parents will need to provide while their child is at CPS.
- CPS will seek to keep the use of branded items to a minimum.
- CPS will seek to ensure that uniform supplier arrangements give the highest priority to cost and value for money, including the quality and durability of the garment.
- CPS will seek to ensure that pre-loved uniforms are available for parents to acquire. Information on pre-loved uniforms will be shared with families.

Principles in practice

In accordance with the 'School Admissions Code', the Headteacher will ensure that CPS's uniform requirements do not discourage parents from applying for a place for their child.

CPS will assess the overall cost implications of its uniform policy regularly, including prior to making any changes to CPS uniform. When evaluating whether costs are reasonable and proportionate, CPS will take into account the opinions and situations of:

- Economically disadvantaged parents.
- Parents with multiple children who are, or will be in the future, children at CPS.
- Parents of younger children, as they are likely to grow quickly and require new sets of uniform more frequently.
- Parents of children with protected characteristics that may impact their ability to access the uniform.
- LAC and PLAC.

CPS will evaluate the cost of its uniform based on the overall collection of uniform items that parents would need to purchase for a pupil, rather than on the cost effectiveness of individual items; this will include consideration of the fact that parents will need to purchase multiples of

certain items, eg shirts and socks, to ensure their child can come to school in clean uniform every day.

CPS will keep variations in school uniform for different groups of children, eg year group-specific items or house colours, to a minimum to ensure that children can get the most wear out of their uniform and that parents can pass some items down to younger siblings.

CPS will keep branded uniform items to a minimal level that is reasonable for all members of CPS community. CPS defines a branded uniform item as any item of clothing that cannot be purchased at a range of retailers, eg supermarkets, due to the item's logo, colour, design, fabric or other unique element. Where CPS requires an item of branded clothing, it will assess how prices can be kept as low as possible and put measures in place to facilitate this. This may include:

- Offering jumpers that can be bought at non-specialist retailers, instead of requiring specific branded jumpers.
- Ensuring branded items are longer-lasting and unlikely to be grown out of quickly, eg ties.
- Making donated pre-loved uniform available for purchase at a lower price.

CPS will meet the DfE's requirements and recommendations on costs and value for money. Care will be taken to ensure that school uniform is affordable for all current and prospective children, and that the best value for money is secured through reputable suppliers.

CPS will work with multiple suppliers to obtain the best value for money possible. Any savings negotiated will be passed to parents where possible. CPS will not enter into exclusive single-supplier contracts or cash-back arrangements. More information on supplier processes can be found in the 'School uniform supplier' section of this policy.

CPS will not make frequent changes to uniform requirements and will take the views of parents and children into account when considering any changes.

4. Equality principles

CPS takes its legal obligation to avoid unlawfully discriminating against any pupil very seriously.

In line with the above, CPS will aim to ensure that its uniform policy is as inclusive as possible so that all children can access a school uniform which is comfortable, suitable for their needs, and reflects who they are, while avoiding any direct or indirect discrimination on the basis of protected characteristics or socio-economic status.

CPS will ensure that parents and children are consulted over any changes to school uniform, and that, where appropriate and with children' consent, views and advice are sought specifically from children, and parents of children, who:

- Are transgender or non-binary.
- Are of a religious or cultural background that has specific dress requirements.
- Have SEND and/or sensory needs.

Parents' concerns and requests regarding school uniform and amendments to it are handled on a case-by-case basis by the Head Teacher and governing board, and always in accordance with CPS's Complaints Procedures Policy.

Information on how CPS ensures its uniform policy does not discriminate against children with specific protected characteristics is outlined below.

Gender

To avoid disproportionately impacting children of a certain gender, CPS will ensure that the cost of uniform is as equal in price as possible across items for all genders.

This includes:

- Adhering to the procedures laid out in the 'Cost principles' section of this policy.
- Not directly requiring children of a certain gender to buy additional uniform, eg by requiring female children to buy both trousers and skirts.
- Not indirectly requiring children of a certain gender to buy additional uniform, eg by offering football in PE to only male children and requiring they buy football boots to participate.
- Not holding children of different genders to different uniform standards, eg by banning certain hairstyles for only one gender.

CPS implements a gender-neutral uniform, meaning that children are not required to wear specific items based on their gender, and may wear any of the uniform items listed in the 'School uniform' section of this policy regardless of the legal sex recorded on CPS's records. Transgender children are supported to access the uniform that best reflects their gender expression in line with the LGBTQ+ Policy.

Religion and belief

To avoid disproportionately impacting children of a certain religion, belief or culture, CPS will ensure that there is flexibility to allow children to present themselves in a way that adheres to their dress requirements as far as possible, within CPS's uniform policy.

CPS will endeavour to meet all requests for amendments to the uniform for these purposes; however, the needs and rights of individual children will be weighed against any health and safety concerns appropriate to the circumstances, eg if safety headgear needs to be worn.

Race

To avoid disproportionately impacting children of a certain race, CPS will ensure that its uniform policy does not constitute unlawful indirect discrimination through blanket rules. This includes:

- Not banning hairstyles related to a pupil's ethnic origin, eg natural Afro hairstyles.
- Not banning hairstyles worn because of cultural, family and social customs, eg cornrows.

- Not banning head coverings related to a pupil's culture or ethnic origin, eg African heritage head wraps.

CPS will follow the good practice guidance provided by the Equality and Human Rights Commission on 'Preventing hair discrimination in schools'.

Additional Needs and Disabilities and medical conditions

To avoid disproportionately impacting children with SEND or medical conditions, CPS will ensure its uniform policy takes into account the needs of these children. This includes:

- Ensuring CPS uniform uses soft, stretchy fabrics and avoids intricate buttons or hard seams.
- Allowing variations to the standard uniform for children whose medical conditions may impact how they dress, eg children with casts who require loose-fitting clothing or children with hair loss-related conditions who wish to wear head coverings.

Where the needs of these children cannot be met in the standard uniform policy, individual adaptations to the uniform will be considered and permitted wherever possible.

CPS will ensure that it works with a supplier that acts in accordance with CPS's values and principles on equality and inclusion.

5. Complaints and challenges

CPS will endeavour to resolve all uniform complaints and challenges locally and informally, in accordance with CPS's Complaints Procedures Policy.

CPS will refer individuals who wish to complain to the Complaints Procedures Policy and request that they follow the procedures outlined therein.

When a complaint is received, CPS will work with the complainant to arrive at a mutually acceptable outcome.

CPS has an agreed procedure in place with its uniform supplier to deal with complaints about the supply and quality of uniforms.

In considering a complaint, parents should be aware that teachers can sanction children for breaching CPS's rules on appearance or uniform. CPS expects this to be carried out in accordance with CPS's published behaviour policy. CPS aims to deal with pupil non-compliance in a proportionate and fair way.

6. Template documents

Schools will use the DfE's 'Procuring uniform supplies' template documents to ensure that they undergo the procurement process correctly should they need to find a new supplier. The templates consist of an invitation to tender, a request for quotation, and a pricing schedule.

Schools will use the invitation to tender template to ask questions of suppliers. Schools will then use the pricing schedule to ask suppliers to submit their prices. Full instructions on how to use the templates are included in each of the documents.

7. Uniform assistance

CPS will support disadvantaged families in meeting the costs of uniforms; this could include provision of free or low cast new uniform or Pre-loved uniform. The budget for CPS uniform assistance scheme will be derived from **pupil premium funds**.

For parents to claim school uniform assistance, their children should be eligible for **FSM**.

Families who meet the criteria will be asked to complete a School Uniform Assistance Application Form and return it to CPS **office**.

CPS will hold Pre-loved school uniforms in CPS **office** for parents to access; access to these uniforms will be made available upon request made to the Head Teacher.

Parents will be invited to donate their child's uniform when they no longer need it and Pre-loved Uniform Sales are held regularly.

8. Non-compliance

Staff will be permitted to raise uniform issues, where relevant to their role, in accordance with CPS's Behaviour Policy.

Parents will be notified of children' breaches of school uniform as appropriate.

9. School uniform

Clothing

CPS uniform is as follows:

Nursery

All year round
Grey jogging bottoms / shorts
White polo shirt
Burgundy school sweatshirt (logo optional)
Grey or white socks *(we recommend avoiding tights as they are tricky for children to dress independently and can make toileting trickier for the child)*
Trainers - ideally, black

Whole School

Warm weather option (first half of Autumn term and Summer term only)	Throughout the year
Red and white check summer dress or culottes	Grey trousers or shorts, skirt, pinafore dress
White polo shirt (with or without school logo): No tie	White polo shirt (with or without school logo): No tie *KS2 children must wear a school burgundy tie from Autumn 2 until the end of the Spring Term.*
Knitted burgundy v-neck sweater or cardigan (with or without school logo)	Knitted burgundy v-neck sweater or cardigan (with or without school logo)
Grey or white socks	Grey or white socks, grey or white tights
Black school shoes (not trainers, boots, sandals or ballerina pumps)	Black school shoes (not trainers, boots, sandals or ballerina pumps)
PE Kit Grey school t-shirt (with or without school logo) with burgundy shorts or skort and trainers, grey tracksuit (no hood/zip for safety reasons) or the school logoed dark grey fleece.	

Reception children also need an all-in-one waterproof and wellies for outdoor learning.

Jewellery

A pair of simple stud earrings are permitted; no other form of earrings, necklaces or bracelets are permitted for health and safety reasons (an exception will be made for jewellery worn for religious beliefs but must still be removed for P.E.). A simple watch (analogue or digital) is allowed but Smart watches with internet connectivity are not permitted.

Make-up

Children CPS should not be wearing make-up or have painted nails.

Hairstyles and headwear

CPS reserves the right to make a judgement on whether a pupil's hairstyle, hair colour or headwear is inappropriate for CPS environment; however, CPS will ensure that any such judgements do not discriminate against any pupil by virtue of their protected characteristics.

Children with long hair must ensure that this does not impede their vision, cover their face, or cause a health and safety risk. Hair below the shoulders must be tied up to prevent the spread of hair lice.

The following hairstyles, hair colours and headwear are not considered appropriate for school:

- Brightly-coloured dyed hair
- Headwear with bold patterns or colours
- Excessive hair accessories

10. Adverse weather

All children will be advised to wear weather-appropriate clothing.

In periods of excessive heat, school leaders may relax the school's uniform policy and may allow children to wear their PE kit on non-PE days and make other reasonable adjustments.

For cold temperatures, this includes wearing:

- Named scarves, gloves, coats and hats when outside.
- Named jumpers.
- Named trousers / skirts and thick tights.

11. Labelling and lost property

Parents will be advised to ensure that all children' clothing and footwear is clearly labelled with their name and year group.

Any lost clothing will be taken to the lost property box. All lost property will be retained throughout the half term. After which, unclaimed lost property will be disposed of (to stock spare clothing box, provide free pre-loved uniform to families or donated to the CPS PA for Pro-love Uniform sales).

12. Monitoring and review

This policy will be reviewed **annually** by the chair of governors and the Head Teacher.

Any subsequent changes to this policy will be communicated to all staff, children, parents and other relevant stakeholders.